

OFFICE OF TRAINING

CONFIDENTIAL

NOTICE
NO. 16-56

21 May 1956

SUBJECT: OTR Bulletin

1. The revised version of the OTR Bulletin has been distributed throughout the Agency on an AB basis, effective 15 May. Subsequent issues will be distributed 1 July and semi-monthly thereafter.

2. School and Staff Chiefs will designate themselves, or a staff member, to act as "Bulletin Reporter" in representing their interests in each issue. Chief, PHS, has responsibility for publishing the Bulletin, and has designated a "Bulletin Editor" to coordinate with reporters in preparing material for each issue. Reporters will contact the editor, [REDACTED] on extension 3531 or 4157 by 1 June, Friday.

3. Draft copy will be forwarded to the editor, room 4, building [REDACTED], at least nine days prior to the first of the month, in order to meet the publication deadline established by Printing Services Division, Office of Logistics.

4. Your attention is invited to the third paragraph of the "Foreword," in the 15 May Bulletin. The "Courses, Activities, and Programs" (CAP) section of the Bulletin, to be introduced in the 1 July issue, is designed to guarantee Agency-wide supervisory attention to information, not available in the OTR Catalog, prepared at the direction of School and Staff Chiefs.

5. To reduce to the absolute minimum the number of "announcements" which heretofore required individual processing, such information now will be submitted by reporters to the editor for inclusion in the appropriate section of the OTR Bulletin. Emergency announcements, referencing the appropriate OTR Catalog and course numbers, will be prepared as in the past, but forwarded through the editor to the Director of Training.

6. School and Staff Chiefs are encouraged to place in each issue one or more "feature articles" (approximately two pages), written by themselves or staff members and keyed to the various courses, activities, or programs presented or planned within their jurisdictions.

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7. Instructors of all Schools routinely will receive, from Chief, Instructional Services Branch, copies of the Bulletin for distribution to each graduating student. No request to ISB is required; the copies automatically will be delivered directly to the instructor.

8. All inquiries regarding the Bulletin may be directed to the editor, room 4, building [REDACTED] extensions 3531 or 4157.

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MATTHEW BAIRD
Director of Training

Distribution:

School, Staff, Branch, and Section Chiefs/OTR